

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Deputy City Recorder
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| <u>Revision Date:</u> | 10/00 |
| <u>EEO Code:</u> | Administrative
Support |
| <u>Status:</u> | Non-exempt |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Recorder, assists in preparing, maintaining, and attesting to the official City records. Assists visitors in person and answers the phone. Helps coordinate central city services including legal publications, copy center, postage service and document imaging.

III. Essential Duties

- Submits required publishing to newspapers to ensure legal obligations are met. Includes the publishing of legal notices, notices of public hearings, ordinances, etc.
- Performs a variety of clerical duties utilizing knowledge of City policy, Recorder's Office Systems, operational procedures, and specialized office equipment and machinery. Participates in information search and dissemination. Types correspondence/projects for the Recorder's Office. May be required to prepare specialized reports.
- Assists in the preparation and coordination of regular and special elections by providing information to City departments and the voting public.
- Receives, answers, and directs inquiries from the public regarding Recorder's Office policies and procedures.
- Acts as the City Recorder in his/her absence.
- Communicates procedures and routing of contracts, ordinances, bonds or similar documents to City employees and/or the general public.
- Updates and maintains ACIS messages, microfilms city records and information on the citizen access channel on cable T.V.
- Responsible for scanning and indexing documents into imaging system.
- Works cooperatively as a member of the City's Risk Management team.
- Maintains a database of worker's compensation, liability and subrogation claims.
- Records information from possible claimants and sends out claim forms.
- Inventory and order office supplies for the Risk division.
- Provide secretarial support to the Risk Manager and Risk Officer.

IV. Marginal Duties

- Assists in the preparation of the annual division budget as well as office policies and procedures.
- Performs other duties as assigned.

V. Qualifications:

Education: One year clerical or business training.

Experience: two years of related experience; may substitute year for year any equivalent combination of related education and experience.

Knowledge of: City, County, and State statutes governing privacy, legal publications, and hearing notices; correct methods of records retention and management; public notice requirements; municipal elections; correct use of the English language, spelling, and vocabulary; word and data processing programs and

equipment; general office practices and procedures.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data.

Tool, Machine, Equipment Operation: Type 50 wpm; regular use of a computer, printer, copier, character generator, and telephone system; occasional use of duplifice machine; frequent use of scanner, microfilm camera, reader/printer, typewriter, and shredder.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; records management skills.

VI. Working Conditions:

Great mental effort is required daily; job requires frequent lifting and moving of boxes of records and general maintenance of records vault area; frequent climbing of ladder in vault to access records on upper shelves; microfilming and duplifiching require long periods of standing; use of the reader/printer for long periods can cause eye strain and fatigue; at election time phone calls are constant as is the media attention and pressure; office can be very congested and noisy; extensive overtime is required during election period; work is routine, requires only occasional supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.